4.1 AUTOMATED PROCESS SCREENING STEPS

The OSW system attempts to approve as many permit applications as possible without having a State employee review the application. Similarly, the system attempts to identify situations where a permit application would be rejected, and proactively prevent the user from completing the application.

There are a number of key areas where the OSW system reviews applications and may either request human intervention or outright reject the application:

- **Request Type –** New company requests and superload pre-approval requests always generate manual review, by MCSD or INDOT respectively. Conversely, 90-day permit applications, annual permit applications, and special weight permit applications are always processed by the system without manual review.

- **Company Holds –** The system will not let a company apply for a permit if there is a hold on that company for nonpayment. Similarly, the system will not allow a carrier to be assigned to an application if the carrier has an OSW travel violation, or one of a limited set of other OSS program area violations.

- **Engineering Analysis –** The system applies a prescreening formula that considers the distribution of axle weights and the spacing between axles. This formula replaces the algorithm in place on the mainframe system. A vehicle and load exceeding the limit allowed for the overall gross weight will require INDOT engineering review.

- **Route Analysis –** The system uses envelope routes as a method of facilitating the approval of the most common travel routes. If a vehicle is too large to fit on an envelope route (or if there is a travel restriction on that route), the system will not allow the user to select the route. If the user elects to construct a custom route, the application will require manual review of the requested route.

- **Vehicle Special Provisions –** The MCSD supervisor may enter a special provision into the system that requires that all vehicles, regardless of route, that exceed certain size or gross weight limits <u>must</u> be reviewed. Different limits can be set up to require different agencies to review the application.

- **Utility/Municipal Documentation –** If the carrier must submit documentation for interference with utility lines, the application must be reviewed.

If the system reviews all of the above aspects of an application (note that some of these are not found in every application) and cannot find a reason to indicate manual review of the application, the application is approved. If review reasons are found that do not include structural engineering review, the application is queued for MCSD agent review. If review reasons are found that include structural engineering review (even if other items are found as well), the application is queued for INDOT engineering review.

Once the manual review generates an approved permit, the system checks to see if a police escort is required. If so, the system queues the application for ISP scheduling. If not, or once scheduling is completed, the permit is queued for payment acceptance and delivery.